

Tasking Memorandum No. 00-05

Memorandum For Defense Contract Management Districts

Subject: FY 00 Program Codes

Date: October 7, 1999

Suspense Date: October 21, 1999

Target Audience: Offices of Planning and Resource Management

Requirement(s):

- Program codes allow us to distinguish training obligations in the automated accounting system (AAS).
- Effective October 1, it is our intention to revise the current cost codes to allow for (1) the collection of training obligations by the DCMC "service set" alignment and tuition assistance, and (2) the collection of non labor costs specifically for NASA.
- The service set categories are a compilation of the PLAS process codes. You can determine which Service Set is aligned with a particular training event by first identifying which One Book process one would charge the training to and then determining which Service Set includes that particular process. Information memorandum number 99-196 describes the Command's service set concept (<http://www.dcmc.hq.dla.mil/onebook/dc99-196.htm>) and the One Book table of contents (<http://www.dcmc.hq.dla.mil/onebook/smalltoc.htm>) is a quick way to determine the Service Set-Process alignment.
 - All transactions at District HQ and CAOs (if not centralized at District HQ), related to training, including workshops and conferences, should cite one of the cost codes contained in Attach 1.
 - All non-labor specifically for NASA, such as PCS to fill a 100% NASA position, TDY in support of NASA, or other non-labor solely in support of NASA should be charged to 612.20. This also includes Labor associated with PCS (only) solely in support of NASA.
 - All training essential to accomplishment of CAS in support of NASA should be charged to 612.21. This includes training specifically requested by NASA and training requirements unique to NASA.
- Discretionary training and tuition assistance should continue to be purchased using the local credit card. However, CAOs should report transactions related to discretionary training to District Workforce Development staff quarterly NLT 20th of the month following the end of the quarter, and monthly during the 3rd and 4th quarters.
- A complete listing of new FY 00 cost codes, and the codes they are eliminating (if any), is outlined in Attachment 1.
- Offices of Planning and Resource Management are responsible for creating the new codes in the master account record (MAR), and for ensuring that the appropriate codes are used to capture FY 00 transactions related to training and NASA.

Point of Contact for Further Information:

John Bonfiglioli, DCMDE Workforce Development (DCMDE-MJ)

Phone: DSN 9554028 or 617-753-4028; Facsimile: DSN 955-4028; Email: jbbonfiglioli@dcmdc.dla.mil

Kathryn E. Burlingame, DCMDW Workforce Development Supervisor (DCMDW-MJ)

Phone: DSN 929-6427 or 31 o-900-6427; Facsimile: DSN 929-6439; Email:

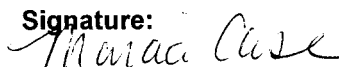
kburlingame@dcmdw.dla.mil

Lisa LeGrand, DCMC Resource and Organizational Management Team (DCMC-BA)

Phone: (703) 767-2449 or (703) 767-2457, DSN 427; Facsimile: (703) 767-2447 or DSN 427

Email: Lisa_LeGrand@hq.dla.mil

Signature:



MARCIA CASE, Director, Resource and Organizational Management

Attachment

**FY 00 DCMC Cost Account Structure
Codes and Definitions – P600**

- **612.30 Operating Principles:** All training, workshops and conferences related to more than one process and service set. May be used when a training event incorporates more than one process, e.g., Commander's Conferences, Operations Team Leaders Conferences, etc.
- **612.01 Pre-Contractual Advice:** All training, workshops and conferences related to early contract administration; industrial analysis program; pre award surveys; and subcontracting plans – Small, Small disadvantaged, and Women-Owned Small Business.
- **612.02 Major Program:** All training, workshops and conferences related to program integration; earned value management; integrated logistics support (ILS); and customer satisfaction.
- **612.03 Risk Assessment:** All training, workshops and conferences related to supplier risk management; contract receipt and review; post award planning/orientation; industrial security; improper business practices; and international agreements/international MOUs, host country CAS.
- **612.04 Product Support – Right Item:** All training, workshops and conferences related to systems planning, research, development and engineering (SPRD&E); configuration management; software development surveillance; and supplier quality assurance.
- **612.05 Delivery – Right Time:** All training, workshops and conferences related to schedule and delivery management; transportation – shipment processing; and contract safety requirements – ammunition, explosives and other post award hazardous requirements.
- **612.06 Pricing/Modification – Right Price:** All training, workshops and conferences related to should cost reviews; forward pricing rate agreements; novation and change of name agreements); consent to subcontracts; market analysis; pricing and negotiation; final overhead rates; contract audit follow-up; and customs and duties.
- **612.07 Business & Financial Systems Services:** All training, workshops and conferences related to property control system analysis; contractor insurance/pension reviews, contractor estimating system reviews; contractor purchasing system reviews; material management and accounting systems; and cost accounting standards (CAS) administration.
- **612.08 Flight Operations:** All training, workshops and conferences related to flight operations.
- **612.09 Payment and Financial Management:** All training, workshops and conferences related to advance payments; progress payments; performance based payments; public vouchers; canceling funds; and other payment support.
- **612.10 Contract Closeout:** All training, workshops and conferences related to termination for convenience; contract closeout; voluntary refunds; disputes and appeals.
- **612.20 NASA – Non-labor (except training) specifically for NASA,** such as PCS to fill a 100% NASA position, TDY in support of NASA, or other non-labor solely in support of NASA. Also includes Labor associated with PCS (only) solely in support of NASA.
- **612.21 NASA – Training essential to accomplishment of CAS in support of NASA.** This includes training specifically requested by NASA and training requirements unique to NASA.

NOTES – P600:

New cost codes are printed in bold type.

The following P600 codes should be deleted:

- 6 12.98 Contract management Training – Non-DAU Non labor
- 621.98 Basic contract administration - Training
- 63 1.98 Pre contract administration - Training
- 641.98 Mandatory product audits - Training
- 65 1.98 Contracting system reviews - Training
- 671.98 Indirect – general management - Training

No other P600 codes (except 661.98 for CCAS) should be used for training.

Prepared: 1 0/05/99

**FY 00 DCMC Cost Account Structure
Codes and Definitions – P900**

- **913.11 Services Support (DCMC):** All training, workshops and conferences related to information technology (IT) project & program management; personnel (selection, appointment and termination of appointed officers; role and management of military reserve personnel; corporate ACO/Division ACO; management control and assessment process; management reviews; PLAS; DCMC information repository & automated metrics system (DIRAMS); mission processes & organization & system changes; DCMC CAS workload acceptance, reimbursable CAS (except NASA); and contingency contract administration services (CCAS).
- **913.12 Organizational Support (DCMC):** All training, workshops and conferences related to planning; resourcing and budgeting; labor relations; command information and image; training management; training guidelines for DCMC personnel; new training development; and DCMC instructor qualifications process; business administrative processes; process of policy change; and deviations from FAR, DFARS, DoD Directive or DLAD 5000.4.
- **913.13 Training – Tuition Assistance (DCMC) –** May be used only if purchase card is not accepted and a waiver has been obtained.
- 922.05 DAU non labor (other than travel) associated with mandatory training (no change)

NOTES:

New cost codes printed in bold type.

No P900 codes will be deleted.

No other P900 codes should be used for training.

Prepared: 1 0/05/99

FY 00 HQ DCMC Cost Account Structure
Codes and Definitions – P800 (Codes apply to HQ DCMC only)

- 816.33 AIS training (no change)
- **816.34 Training - Tuition Assistance (DCMC)** – May be used only if purchase card is not accepted and a waiver has been obtained.
- 8 16.35 DAWIA training (other than travel) (no change)
- **816.44 Operating Principles:** All training, workshops and conferences related to more than one process and service set or that are related to PROCAS, risk management (generic), management councils, CMI, or IPT efforts. May also be used when a training event incorporates more than one process, e.g., Commander's Conferences, Operations Team Leaders Conferences, etc.
- **816.45 Pre-Contractual Advice:** All training, workshops and conferences related to early contract administration; industrial analysis program; pre award surveys; and subcontracting plans – Small, Small disadvantaged, and Women-Owned Small Business.
- **816.48 Major Program:** All training, workshops and conferences related to program integration; earned value management; integrated logistics support (ILS); and customer satisfaction.
- **816.49 Risk Assessment:** All training, workshops and conferences related to supplier risk management; contract receipt and review; post award planning/orientation; industrial security; improper business practices; and international agreements/international MOUs, host country CAS.
- **816.50 Product Support – Right Item:** All training, workshops and conferences related to systems planning, research, development and engineering (SPRD&E); configuration management; software development surveillance; and supplier quality assurance.
- **816.51 Delivery – Right Time:** All training, workshops and conferences related to schedule and delivery management; transportation – shipment processing; and contract safety requirements – ammunition, explosives and other post award hazardous requirements.
- **816.52 Pricing/Modification – Right Price:** All training, workshops and conferences related to should cost reviews; forward pricing rate agreements; novation and change of name agreements; consent to subcontracts; market analysis; pricing and negotiation; final overhead rates; contract audit follow-up; and customs and duties.
- **816.53 Business & Financial Systems Services:** All training, workshops and conferences related to property control system analysis; contractor insurance/pension reviews, contractor estimating system reviews; contractor purchasing system reviews; material management and accounting systems; and cost accounting standards (CAS) administration.
- **816.54 Flight Operations:** All training, workshops and conferences related to flight operations.
- **816.55 Payment and Financial Management:** All training, workshops and conferences related to advance payments; progress payments; performance based payments; public vouchers; canceling funds; and other payment support.
- **816.56 Contract Closeout:** All training, workshops and conferences related to termination for convenience; contract closeout; voluntary refunds; disputes and appeals.

- **816.57 NASA – Non-labor (except training) specifically for NASA**, such as PCS to fill a 100% NASA position, TDY in support of NASA, or other non-labor solely in support of NASA. Also includes Labor associated with PCS (only) solely in support of NASA.
- **816.58 NASA – Training essential to accomplishment of CAS in support of NASA.** This includes training specifically requested by NASA and training requirements unique to NASA.
- **816.59 Services Support (DCMC):** All training, workshops and conferences related to information technology (IT) project & program management; personnel (selection, appointment and termination of appointed officers; role and management of military reserve personnel; corporate ACO/Division ACO; management control and assessment process; management reviews; PLAS; DCMC information repository & automated metrics system (DIRAMS); mission processes & organization & system changes; DCMC CAS workload acceptance, reimbursable CAS (except NASA); and contingency contract administration services (CCAS). (All AIS related training is centralized at HQ DCMC and will be charged to 816.33.)
- **816.60 Organizational Support (DCMC):** All training, workshops and conferences related to planning; resourcing and budgeting; labor relations; command information and image; training management; training guidelines for DCMC personnel; new training development; and DCMC instructor qualifications process; business administrative processes; process of policy change; and deviations from FAR, DFARS, DoD Directive or DLAD 5000.4.

NOTES:

New cost codes printed in bold type.

The following P800 codes should be deleted:

- 8 16.3 1 Mandatory training
- 8 16.32 Instructors' costs for preparing and presenting training

No other P800 codes should be used for training.

Prepared: 1 0/05/99